

CHALK RIDGE PRIMARY SCHOOL



Last reviewed and approved by Resources Committee 12th November 2025 (updated 30th April 26)

Next review – November 2026

Headteacher: Miss Sue Jackson

Children's Services Health & Safety Team (CSHST) guidance October 21 V3

First Aid Policy

Policy Statement

Chalk Ridge Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Chalk Ridge Primary School is held by Sue Jackson who is the Headteacher.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
 - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training

The Headteacher will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Chalk Ridge Primary School there is one Appointed Persons who are as follows:

Laura Goodall (Finance Officer)

Where the First Aid Needs Assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed persons are not First Aiders and should not provide first aid for which they have not been trained

School First Aid Trained Staff

At Chalk Ridge Primary School there are twenty-eight school first aid trained staff who are as follows:

Gemma Bialogradzka

Lynn Bridgeman

Hannah Burns

Vicky Chandler-Hobden

Lucy Clarke

Zachary Collingwood

Vicki Hallam

Annette Harold

Sue Marshall

Megan Maxwell

Gyl Medcraft

Jana Mullins

Jennifer Neal

Trudy Powell

Victoria Spekes

Sarah Trowbridge

Ayliffe Taylor (Outdoor First Aider)

Alex Alboni (Paediatric First Aider)

Jessica Benge (Paediatric First Aider training May 26)

Laura Goodall (Paediatric First Aider)

Kelly Muir (Paediatric First Aider)

Lara Symonds (Emergency First Aid at Work and Paediatric First Aider training due in May 26)

Cath Williams (Paediatric First Aider)

School First Aid Training 22nd May 2026

Janet Hadlow

Lindsay McDermott

Sophie Smith

Tammy Trewin

Sianie Woolford

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required for Appointed Persons in order to enhance their role to provide first aid to children; and/or
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Emergency First Aider

At Chalk Ridge Primary School there is one emergency first aider as follows:

Lara Symonds

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

Qualified First Aiders (Those completing the 3-day first aid course)

At Chalk Ridge Primary School there is one qualified first aider as follows:

Lara Symonds

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

Paediatric First Aid Trained Staff

At Chalk Ridge Primary School there are six paediatric first aid trained staff who are as follows:

Alex Alboni (Paediatric First Aider)

Jessica Bengel (Paediatric First Aider training May 26)

Laura Goodall (Paediatric First Aider)

Kelly Muir (Paediatric First Aider)

Lara Symonds (Paediatric First Aider training due in May 26)

Cath Williams (Paediatric First Aider)

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

20 first aid kits on the premises

12 classrooms

1 main hall

1 YR open area

1 Y1/2 open area

1 Y3/4 open area

1 Y5/6 open area

1 Medical Room

1 Lunch time

1 Breakfast / Afterschool Club

These first aid kits will be situated in each classroom and in the medical room.

The lunchtime team also have a full first aid kit which is kept in the medical room.

Each kit contains: -

Gloves

Aprons

Masks

Plasters

Antiseptic wipes

Sterile dressings

Bandages

Triangle bandages

Round nose scissors

Safety pins

Ice packs (instant and reusable)

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every small term and record findings on the Children's Services First Aid Kit Checklist.

Completed checklists are to be stored in the medical room

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The medical room in the school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- running water
- first aid kit
- bench seat for sitting/laying on
- automatic electronic defibrillator
- easy access to the telephone
- children's medication kept in a locked cupboard
- Easy access to a fridge

Emergency Arrangements


The school has in place a radio emergency procedure.

Chalk Ridge Calling for assistance

State code, child's name and location

Medical – CODE GREEN 

Epilepsy – CODE BLUE 

Behaviour – CODE PINK 

Each classroom, hall and other areas in school also have a red card on display on which is printed the location of the area. If there is no radio available a child would be sent with the red card to summon the first aider(s) and Headteacher.

Upon being summoned in the event of an accident, the First Aider/Appointed Person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider/Appointed Person is to always seek medical advice or call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a suspected fracture
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment
- A child has received BUCCAL medication

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- language barriers or children too young to explain what has happened

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable and we will follow it up with a text/email.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that the Qualified First Aider, Appointed Person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the Qualified First aider/Appointed Person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of hour and Trips

The first aid arrangements for all school managed and organised after school activities (parents' evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by Laura Goodall who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visit are included in Evolve. These are reviewed for each trip/visit and the level of first aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents requiring first aid treatment are to be recorded on Medical Tracker with (at least) the following information:

- Name of injured person
- Date of the accident
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- All children will be given a bumped head wrist band which is dated and signed before going home

First Aid provisions are kept in the Medical Room and in each classroom. Travel kits are available for groups going off site. At lunch time the Key Stage 1 area becomes the designated first aid area.

A qualified First Aider accompanies classes on all school visits.

Medicines in school

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice.

A qualified First Aider or a member of the office staff will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly

marked. Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered.

All medicine administered plus the name of the staff member administering it is recorded on Medical Tracker.

Update of medical information

All necessary staff working in school are kept informed of any child's special medical needs by the school's 'Medical alert' procedure. This information (Individual Medical Plan) is circulated if a child in school has, for instance, been diagnosed with a medical condition (e.g. diabetes, epilepsy) or if he/she cannot take part in physical activities due to a medical condition, or has a limb in plaster. Children and staff who attend school in plaster undergo a risk assessment procedure.

Linked Policies

Supporting pupils with medical conditions